

DTR-1693

3 April 1975

MEMORANDUM FOR: Deputy Director for Administration.

SUBJECT : COINS Training

1. This memorandum contains a recommendation for your approval. The recommended action is stated in Paragraph 7.

2. The COINS Program Management Office wants to conduct a three- or four-day training seminar on the use of a selected set of COINS files [] in June at the Information Science Center (ISC).

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3. At the present time, a formal and comprehensive COINS training program has not been established although a proposal for such a program has been submitted by ISC to the COINS Program Manager. A contract to study training needs is expected to be let by the COINS Program Manager in May. The findings of this study will be available about September. In the meantime, the rising use of COINS (now in excess of 7,000 queries per month) has increased pressure for interim training such as the proposed seminar for the files which are used most frequently.

4. As presently envisioned:

a. ISC remote computer terminal facilities will be available in June for such training.

b. Most of the instruction will be provided by members of the COINS Program Management Office.

c. About 25 officers from the Intelligence Community would be expected to attend the seminar.

5. Participation in this seminar would be advantageous to ISC in several ways. It would provide an opportunity to become more familiar with the COINS system, and enable us to evaluate better the evolving COINS training requirements and problems. Further, COINS Program Management Office personnel currently provide several lectures on the COINS system as part of the Functions and Survey Courses and participation in the seminar would reciprocate for their assistance. Above all, the ISC has the most suitable facilities for this training in the Intelligence Community.

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6. The proposed seminar has been discussed with the Chairman of the IHC: [redacted] believes such a seminar would make good sense and be helpful to COINS development. The CIA representative to the COINS program, [redacted] also believes this seminar and the proposed arrangements to be desirable.

7. I recommend approval of this proposed activity.

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[redacted]
Alfonso Rodriguez
Director of Training

8 APR 1975

X APPROVED

DISAPPROVED

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X Approval limited only to
the specific request, a 4 day
course in June. To follow - in
commitments are to be made, &
no additional resources contributed
at this time

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